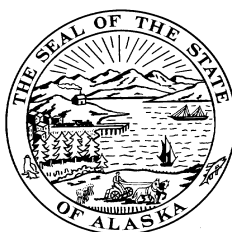


ACCOUNTING
Delegation of Authority

If a Legislator wishes to delegate their signatory authority to a member of their staff or another Legislator, a memorandum delegating this authority should be forwarded to the Accounting Office. This signature authority may be limited or may provide authorization for all items.

Sample Memorandum

ALASKA STATE LEGISLATURE



MEMORANDUM

DATE: January 5, 2013

TO: Jessica Geary, Finance Manager
Legislative Affairs Agency

FROM: Legislator Smith *Legislator Smith*
Alaska State Legislature

SUBJ: Signature Authorization

I authorize Jim Gray of my staff to review and sign any official documents, personnel documents, leave slips, allowance account forms, travel claims or expenditure authorizations on my behalf.

Signing a Document for a Legislator

The appropriate way to sign accounting documents on a Legislator's behalf is:

Jim Gray for:
Legislator Smith

or

Legislator Smith *JS*
Legislator Smith